



# Department of Public Safety and Correctional Services

## Division of Correction

6776 REISTERSTOWN ROAD • SUITE 310 • BALTIMORE, MARYLAND 21215-2342  
(410) 585-3300 • FAX (410) 764-4182 • TTY USERS 1-800-735-2258 • www.dpscs.state.md.us

STATE OF MARYLAND

MARTIN O'MALLEY  
GOVERNOR

ANTHONY G. BROWN  
LT. GOVERNOR

GARY D. MAYNARD  
SECRETARY

G. LAWRENCE FRANKLIN  
DEPUTY SECRETARY

DIVISION OF CORRECTION

J. MICHAEL STOUFFER  
COMMISSIONER

EASTERN  
CORRECTIONAL  
INSTITUTION

MARYLAND CORRECTIONAL  
ADJUSTMENT CENTER

MARYLAND CORRECTIONAL  
INSTITUTION-HAGERSTOWN

MARYLAND CORRECTIONAL  
INSTITUTION-JESSUP

MARYLAND CORRECTIONAL  
INSTITUTION FOR WOMEN

MARYLAND  
CORRECTIONAL  
PRE-RELEASE SYSTEM

MARYLAND  
CORRECTIONAL  
TRAINING CENTER

JESSUP CORRECTIONAL  
INSTITUTION

MARYLAND RECEPTION,  
DIAGNOSTIC AND  
CLASSIFICATION CENTER

METROPOLITAN  
TRANSITION CENTER

NORTH BRANCH  
CORRECTIONAL  
INSTITUTION

ROXBURY  
CORRECTIONAL  
INSTITUTION

MARYLAND CORRECTIONAL  
ENTERPRISE

WESTERN  
CORRECTIONAL  
INSTITUTION

**Recruitment For:** Assistant Commissioner  
East Region  
Class Code: 5690  
Full-time, Management Service Position

**Salary:** Grade 25, \$71,508- \$114,808

**Closing Date:** June 23, 2010

**Position Duties:** The Assistant Commissioner position is responsible for providing oversight and management to all institutions within the East Region for the Maryland Division of Correction. Plans, organizes, and evaluates long range plans, goals and objectives with Wardens, recommends and implements policies and procedures, provides oversight and direction for management of all resources, facilities, security, programs and staff development. This position is also responsible for managing and overseeing the Maryland Correctional Transportation Unit. The position acts as liaison to other state agencies and local agencies. As member of Commissioner of Correction's executive staff, has advisory role to the Commissioner of Correction.

### **Minimum Qualifications:**

**Education:** Possession of a bachelor's degree from an accredited four (4) year college or university, including 15 credit hours in criminal justice or a related field.

Applicants may substitute additional experience in a position of major responsibility for the required education at a rate of one (1) year of experience to one (1) year of education for up to four (4) years of the required education.

**Experience:** Ten (10) years of experience in the criminal justice system or other related field; five (5) years of which must have been in a position of a major responsibility, (i.e., Warden, Assistant Warden, Security Chief, Program Director or similar position).

Applicants may substitute additional college credits at the rate of 30 credits for up to one (1) year of the required general experience.

Mail State Application (MS 100 Form) and résumé to:

Ms. Dionne M. Dale, Human Resources Director  
Division of Correction Headquarters  
6776 Reisterstown Road, Suite 310  
Baltimore, Maryland 21215

Applications can be obtained from the Department of Budget and Management website at: [www.dbm.state.md.us](http://www.dbm.state.md.us).

All résumés will be reviewed for minimum qualifications. Please ensure that the résumé clearly identifies education and experience requirements.

**Equal Opportunity/ADA Employer**